



NOTICE OF JOB OPENING

JOB TITLE:	Audit Manager
DEPARTMENT:	County Auditor –Audit Services
HOURS:	40 Hours Per Week
SALARY:	The Harris County Auditor's Office offers a professional and stable work environment with a competitive salary, excellent benefits and a flex work schedule.
JOB REQUIREMENTS:	<p>Qualified candidate must possess a four year accounting degree with a minimum of 30 (thirty) hours of accounting with a stable work background that includes 5 (five) years experience in audit, with at least 3 (three) years managing audit engagements. Professional certification (CPA, CFE, CIA, etc.) required. Proficient in the use of MS Word and Excel. Fluency in the written and oral use of the English language is required. Strong interpersonal, analytical, and problem solving skills. The ability to manage multiple audit engagements and special projects.</p> <p>No overnight or out of County travel requires. Stable work environment. Excellent benefits</p> <p>Must be eligible to work in the United States. We do not offer visa sponsorship.</p> <p>Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull up to 50 lbs., lift and carry up to 20 lbs.</p>
JOB DESCRIPTION:	The Audit Manager is responsible for directing the individual and collective efforts of their team members working on multiple projects. Responsibilities include developing the audit program and to plan projects and time budgets for various engagements. Also review work-papers; develop effective recommendations; and draft the Auditor's report. Additionally perform various administrative duties associated with managing the section including appraising auditing staff
CLOSING DATE:	Open until filled

To apply send resume to: <http://www.harriscountytexas.gov/Auditor/employment.aspx>

Email: hcaoapps@hctx.net

Fax: Personnel Director
(713) 755-8932

Mail: 1001 Preston Suite 800
Houston, Texas 77002

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY